Backups: System Administrator and End-User Utilities

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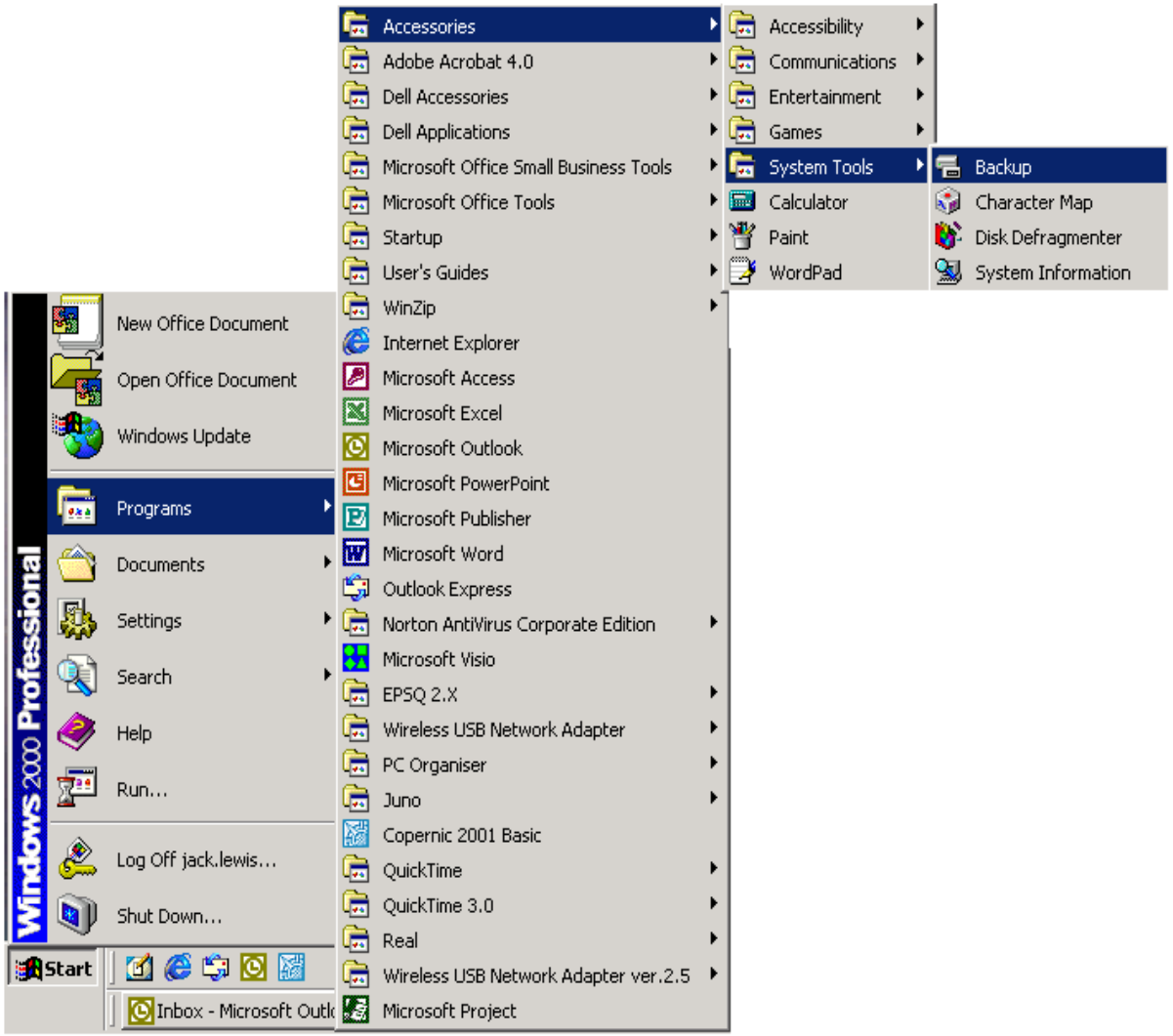
Automated Backups

- **Users:**
  - **Almost every program comes with an auto-save option, use it as a backup on your system.**
  - **Times between auto-save can be set by the user, but should be between 2-5 minutes, 3 being the best.**

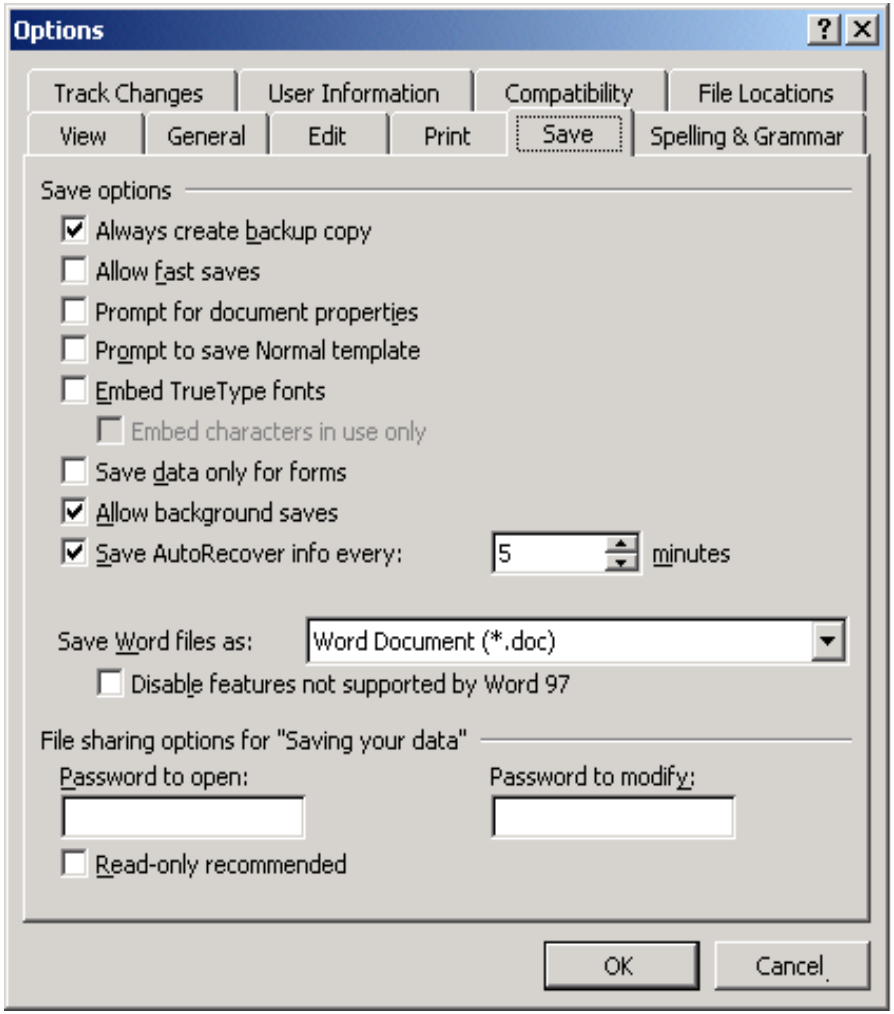
Windows 98/2000/XP

- **Go to** Start
- **Select** Programs
- **Select** Accessories
- **Select** Backup



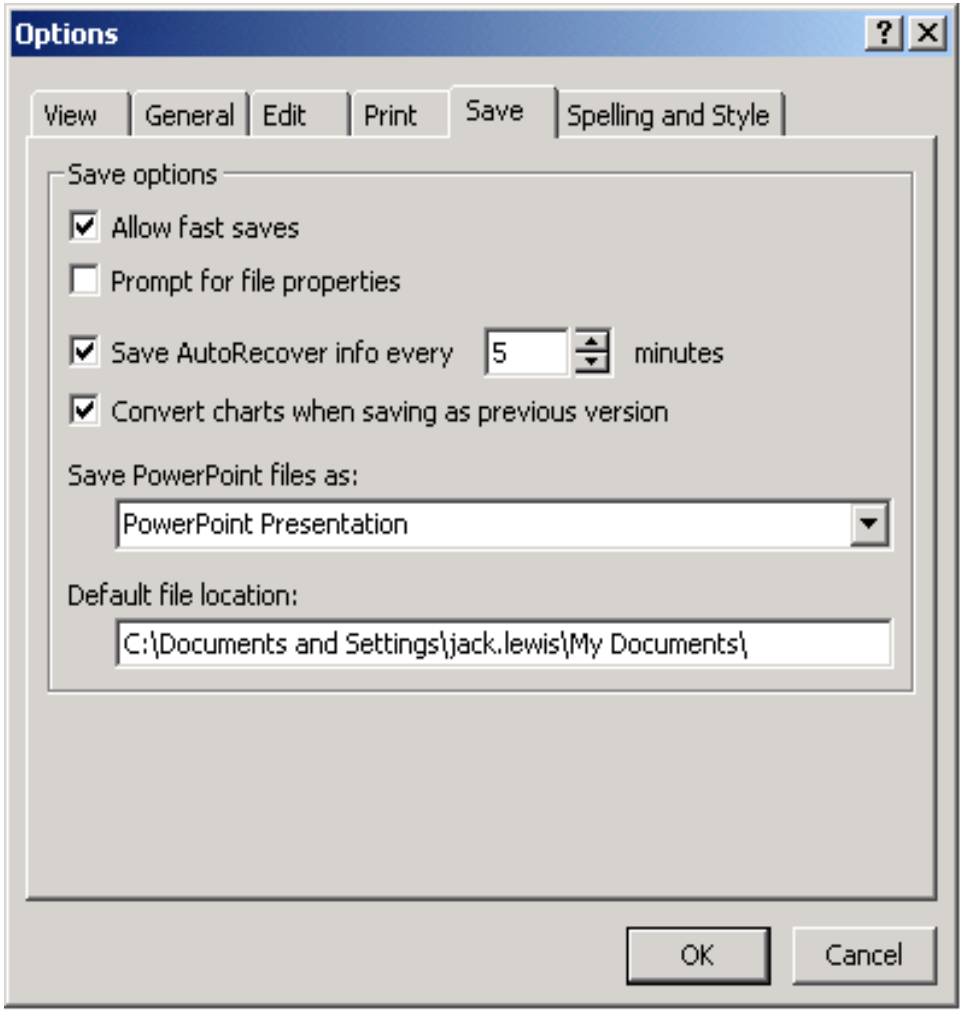
Microsoft Word

- **Open the program**
- **Select** Tools **on the tool bar**
- **Select** Options**, then select the** Save **tab**
- **Check the boxes as in the picture**



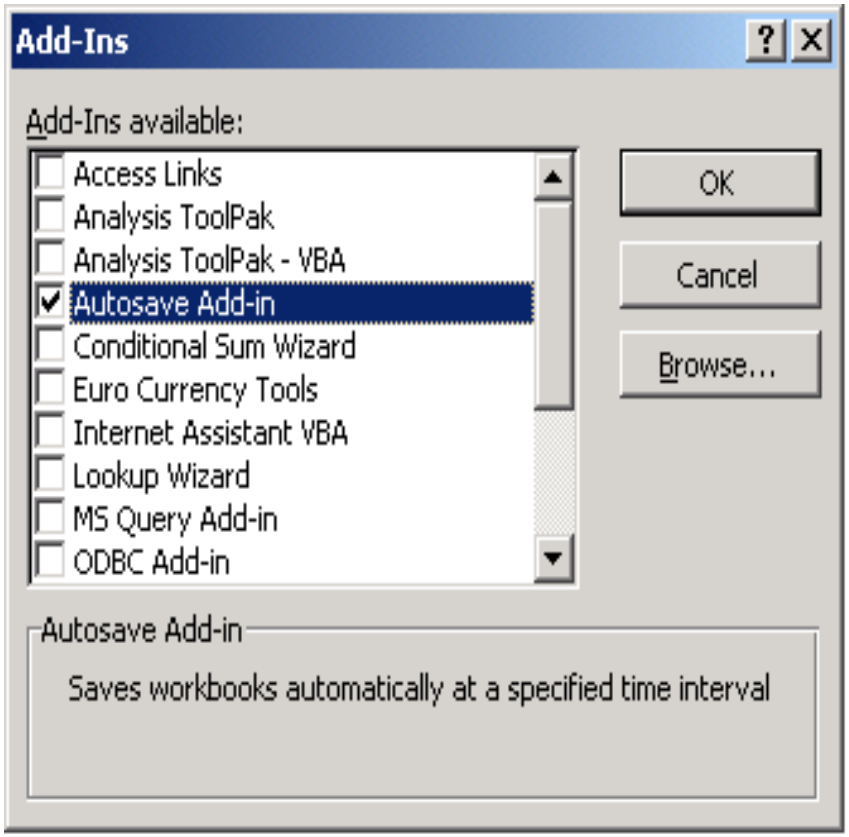
Power Point

- **Click on** Tools **tab in top toolbar**
- **Click on** Options
- **Go to** Save
- **Check the boxes in the picture below**



Excel

- **On the** Tools **menu, click** AutoSave
- **If the** AutoSave **command is not on the** Tools **menu, you must install the AutoSave add-in by following these steps:**
  - **Select** Tools
  - **Select** Add-ins
  - **Select** Auto Save Add-in
  - **Select** OK



Summary

- Require users to use the options available to them
  - Individual autosaves on their program
  - Windows backup
- Require system administrators to use system backup
  - Use the operating systems
  - Use a commercially available aftermarket solution
- Conduct quarterly training and familiarization
- Backup and autosave often

Backup Utilities

- **System Administrators:**
  - **Use the operating systems backup option if available, or a commercial product to schedule automated backups**
  - **CA Unicenter**
  - **Other automated backup tool**

Backups

- **The three most common backups:**
  - Normal - Backs up all data, regardless of when or if it has been previously backed up. All backup strategies should begin with a Normal backup.
  - Incremental - Backs up all data that has been created or modified since the last Normal, Incremental, Differential, Copy or Daily backup. The differences between Differential and Incremental backups are that Incremental backups include files that have changed since the last backup and Differential backs up changes from the last Normal backup.
  - Differential - Backs up all data that has been created or modified since the last Normal backup. The differences between Differential and Incremental backups are that Incremental backups include files that have changed since the last backup.

Windows 9x/2000/NT

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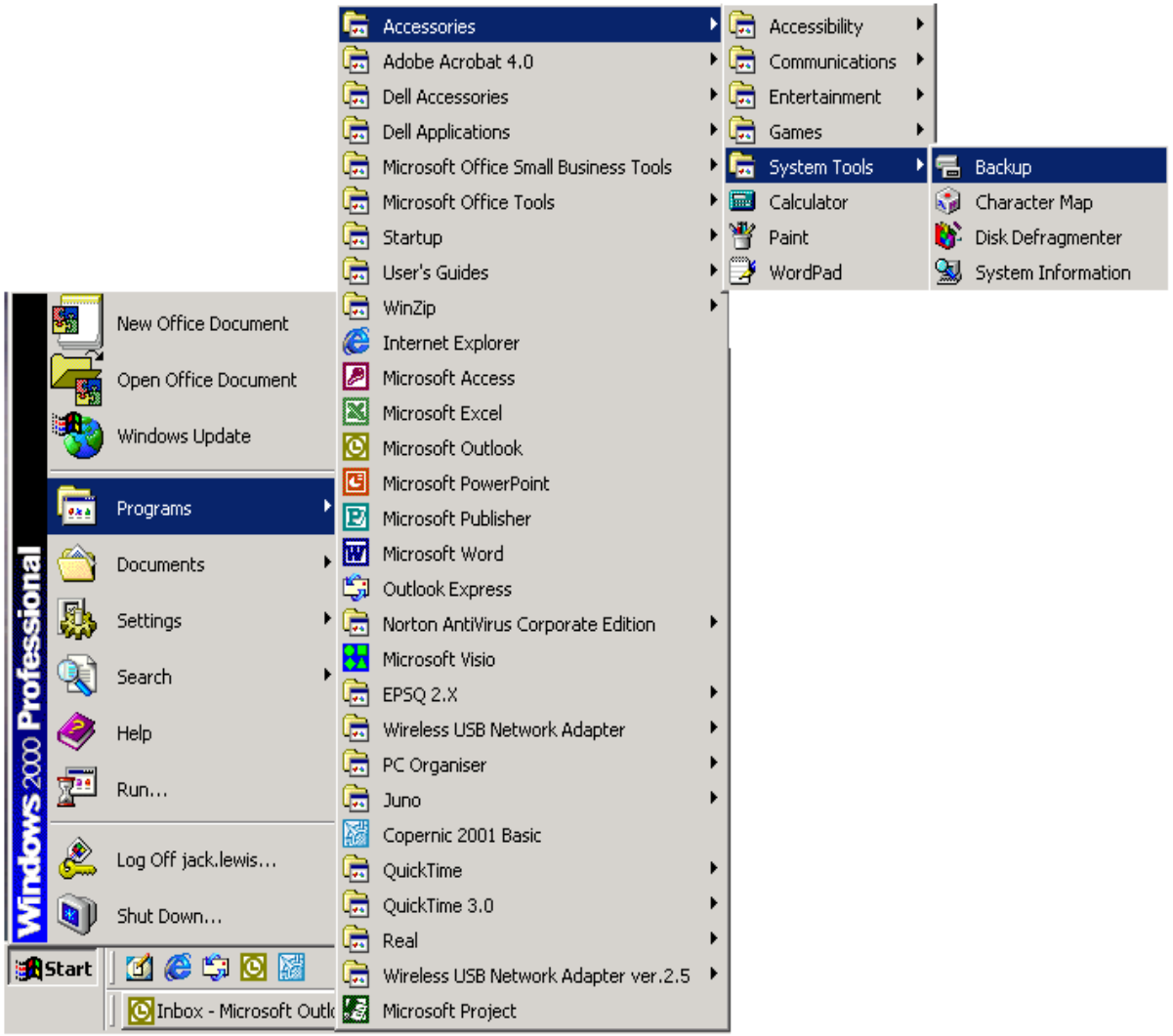
- **Select** Programs
- **Select** Accessories
- **Select** Backup



CA Unicenter

BrightStor SRM

- Cross-Platform Management: distributed and mainframe
- Non-business related file types {i.e MP3, WAV, games, etc.} can be filtered and eliminated
- Enforcement of Storage policy with automation capabilities

Top 5 Backup Tools

- RecoverNT: Recover files from a hard drive that has been destroyed by a virus or accidentally formatted, even when all the information in the partition table, the boot sector, the file application table, and the root directory has been lost.
- Microsoft Configuration Backup: Use this free utility to back up your Registry files (system.dat and user.dat) before you make any serious changes to your system. ConfigBack can store up to nine backup levels.
- WinRescue: Back up the Registry and other important files your system needs to stay healthy. WinRescue backs up your Favorites folder, Start menu, and any other files you specify. A DOS-level utility is included to help with emergency recovery.
- Smart Backup: Back up crucial files and keep them up to date. During Windows startup, this utility copies files that have been modified since the last backup. You can also use SmartBackup to replicate your data files to a second hard disk, a network server, or removable media.
- Norton Zip Rescue: This free version of Norton Zip Rescue for Iomega's Zip or Jaz drives will help you create an emergency boot-disk set to safely recover from Windows failures.

Questions?